

Fact Sheet: 7

Drinking Water Contingency Plan Noncommunity Public Water Supplies

Water Supply Serial Number (WSSN) _____ Well # _____

Name of Water Supply _____

Sampling Contact _____ Phone _____

Health Department Contact _____ Phone _____

Contingency Plan Purpose:

In the event of an emergency pertaining to the drinking water supply, it is necessary to act promptly and effectively to protect public health and welfare. In the context of this plan, emergencies could include complete loss of water pressure, contamination of water supply, and threats or observed vandalism to water supply. Complete loss of water normally would require closure of the facility. Threats or contamination with unknown substances may also warrant such action. However, under certain situations where water is flowing but has been determined unsafe to drink by health authorities, it may be possible to operate the facility with approval of the appropriate local or state agencies. If approved, operation for an interim period is dependent on providing an approved source of water for consumption and notification to the users to not consume the piped water in the facility. This fact sheet is intended to outline procedures and contacts to address such emergencies. If an emergency occurs, immediately contact your local health department for further instructions.

Facility Personnel

List person(s) responsible for facility (owner or designee) and person(s) in routine charge of water system operation and treatment (certified operator) title and telephone number (include land line and mobile phones).

Name	Title	Phone	Email
	Owner		
	Operator		

Contacts List contacts for emergencies involving drinking water.

Local Health Department	Name	Phone & Email

Department of Environmental Quality	Name	Phone & Email
District		
Lansing		

Certified Laboratories	Address	Phone & Email
(Lab for emergency use*)		

*Lab that would be open on the weekend or in another region that may not be affected by the emergency event.

Contractors	Name	Phone & Email
Well Driller		
Plumber		
Excavator		

Alternate Water Source	Name	Phone
Purchased water (bottled)		
(Other alternate approved source)		

Method of dispensing water to individuals in sanitary manner:

Reminders List other consumptive water uses or equipment that may be directly connected to the potable water supply. Indicate if any of the listed water uses are in the facility and thus need to be addressed.

Type of Water Using Fixture	Yes / No	Location
Drinking fountains to shut off		
Ice machines (discard contents)		
Post mix soft drinks to disconnect		
Coffee, tea, juice, soup, vending		
Other		

Note: If the water supply loses pressure or cannot be used due to unsafe conditions, any equipment used for food service or consumption which is connected to the water supply will need to be disinfected per the manufacturer's specifications.

Public Notification Consumers are to be advised of a problem with the water and availability of an alternate source of water for consumption.

Post public notice at sinks and any other potential drinking water outlets that cannot be shut off.

List locations to be posted	

Retain copy of signed and dated public notice.

List any other means to notify public (Schools/Child Care Centers/Children's Camps are recommended to provide notice to parents.)	

Consult your local health department for the required public notification language and format.

You must have approval from your local health department prior to resuming use of your water supply for consumption.